

## **MASSACHUSETTS OPENING PROCEDURES** **FOR THE ACCU-VOTE SCANNER**

1. With the plastic rimmed key, open the ballot box lid (lower front lock) and look in all 3 compartments to ensure that there are no ballots in the box. Then close and lock it.
2. With the plastic rimmed key, open and fold down the front panel access door (upper front lock) where the ACCU-VOTE goes in.
3. Slide the ACCU-VOTE machine onto the box to within 3 inches from the back rim of the ballot box. Feed the power cord through the tube from the back of the ballot box. Insert one end of the cord into the ACCU-VOTE and the other end into a wall outlet, extension cord, or surge protector.
4. With the bare key, remove the printer cover from the top of the ACCU-VOTE.
5. Power on the ACCU-VOTE with the red switch located at the rear of the machine then slide the ACCU-VOTE back until it stops in place.
6. Within 20 seconds the ACCU-VOTE will print the zero report. The zero report lists all the races and candidates with "0" votes. The election officials will sign the report. Remove the report from the ACCU-VOTE and tape it to the wall of the polling place. Near the specimen ballots and Bill of Rights will suffice.
7. The display window (LCD) on the ACCU-VOTE will read, "need another copy?" If your town clerk wants a second copy of the zero report, Press the **YES** button located on the front of the machine. Sign the second zero report, fold or roll it up so it will fit under the printer cover. Place the printer cover on top of the ACCU-VOTE and lock it with the bare key.
8. Once the desired number of zero reports are printed, the display window (LCD) will ask for another printout, press the **NO** button. Once pressed, the display window (LCD) will show the Precinct number and the public counter total being zero. If the Precinct is not the correct one or the count is not "0" please call the Town Clerk.
9. Fold up the front panel access door and with the plastic rimmed key lock it.
10. With the plastic rimmed key open the auxiliary compartment door, (upper lock located on the left hand side of the ballot box) and leave this door open for the day.
11. The ACCU-VOTE is now ready to accept ballots. The keys are kept with the appropriate election official or policeman.

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## RETURNED BALLOTS FROM THE ACCU-VOTE SCANNER

An election officer is stationed at the scanner to deal with ballot problems. When the ballot is rejected **DO NOT LOOK AT THE BALLOT. READ THE DISPLAY WINDOW.**

- 1. BALLOT NOT READ PLEASE RE-INSERT.** Depending how the voter inserts his/her ballot the ACCU-VOTE may return the ballot to be re-inserted. Have the voter re-insert the ballot a different way. If the ballot is returned a second time then the election official should come to the ACCU-VOTE and look for the following messages on the display window (LCD).
- 2. OVER VOTED RACE.** The voter has marked more candidates than allowed or the ballot may have other stray marks. The display window (LCD) will show which race has been over voted. Discreetly explain to the voter that too many choices were marked for that race. Ask the voter if they would like another ballot. If they choose to re-vote, have the voter take their ballot with them back to the warden's table and then write spoiled on their ballot. Place that spoiled ballot into the spoiled ballot envelope, and instruct the voter to get another ballot. If they choose not to re-vote and want to process the ballot please do the following procedure.
- 3. IF THE VOTER WANTS TO VOTE AN OVER VOTED BALLOT.** Retrieve the keys and with the plastic rimmed key, open the upper front lock and fold down the front panel access door. While you press and hold in the **YES** button, the voter will insert their ballot. The ballot will be processed. This is called an override. At this time you can alert the voter that the over voted race will not be counted but all other properly voted races will be counted. Fold back the front panel access door and with the plastic rimmed key lock it.
- 4. BLANK VOTED CARD SEE OFFICIAL.** In this instance it means that the voter intentionally did not vote the ballot or the voter misunderstood the instructions and marked his/her choices by not completely filling in the oval. Again, discreetly ask the voter if he/she intended to mark their choices. If they choose to re-vote, have the voter take their ballot with back to the warden's table and write spoiled on the ballot. Place that spoiled ballot into the spoiled ballot envelope and instruct the voter to get another ballot. If they choose not to re-vote and want to process the ballot please do the following procedure.
- 5. IF THE VOTER WANTS TO VOTE A BLANK VOTED BALLOT.** Retrieve the keys and with the plastic rimmed key open the upper front lock and fold down the front panel access door. While you press and hold in the **YES** button, the voter will insert their ballot. The ballot will be processed. This is called an override. At this time you can alert the voter that the ballot will be counted as blank. Fold back the front panel access door and with the plastic rimmed key lock it.
- 6. INVALID BALLOT SEE OFFICIAL.** Have the voter reinsert their ballot a different way. If the ballot comes back to the voter again, have the voter take their ballot back to the warden's table and write spoiled on the ballot. Place that ballot into the spoiled ballot envelope and instruct the voter to get another ballot. There is no override for an invalid ballot. Invalid ballots could be the result of the ballot not matching the election code or mutilated to the point where the ACCU-VOTE can't read it.

If the voter chooses to process the ballot as is, please have the voter place the ballot into the auxiliary slot and tell them it will be counted.

### **BALLOTS JAMMING IN THE ACCUVOTE**

Ballots can jam in the ACCU-VOTE. This can occur because not enough attention was given to the ACCU-VOTE and voters were forcing their ballots into the machine. Jams can also happen if the ballot box gets too filled. The important thing to remember about jams is that you cannot process another ballot until the jam is cleared. If a jam occurs the most important step is to **READ THE DISPLAY MESSAGE** before attempting to clear the jam. The display (LCD) will show one of two messages. They are:

- 1. COUNTED BALLOT JAMMED IN READER.** This message means that the ballot has been read and **COUNTED** by the ACCU-VOTE. Please retrieve the keys and with the plastic rimmed key unlock the upper lock and fold down the front panel access door. Slide the ACCU-VOTE forward a few inches. You will notice the ballot stuck. Take the ballot with two hands and slide it into the ballot box. Slide the ACCU-VOTE back into position. Fold back up the front panel access door and lock it.
- 2. RETURNED BALLOT JAMMED IN READER.** This message means that the ballot has not been read and has **NOT BEEN COUNTED** by the ACCU-VOTE. Please retrieve the keys and with the plastic rimmed key unlock the upper lock and fold down the front panel access door. Slide the ACCU-VOTE forward a few inches. You will notice the ballot stuck. Take the ballot with two hands and remove it from the ACCU-VOTE. Slide the ACCU-VOTE back into position. Fold back up the front panel access door and lock it. Have the voter re-insert the ballot.

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## ACCU-VOTE CLOSING PROCEDURES

1. After the last voter has cast his/her ballot, with the plastic rimmed key, unlock the upper lock and fold down the front panel access door as this will make available to you the **YES** and **NO** Buttons.
2. With the plastic rimmed key, open the auxiliary compartment door (lower lock on the left side of the ballot box). Reach inside and any remove any ballots that might be in there. Once assured that the compartment is empty, lock the door and lock the auxiliary access door above it. Ballots removed from that compartment must be completely hand counted on the Hand Counted or Auxiliary Tally Sheet.
3. With the bare key, unlock and remove the printer cover. If applicable, unravel the zero report.
4. Obtain the **PRECINCT ENDER CARD** from the inside pocket of the ACCU-VOTE black carrying case and insert it into the machine **WHILE PRESSING AND HOLDING IN BOTH THE YES AND NO BUTTONS** at the same time. This will lock the machine and automatically print the precinct election results tape. The election officials will sign the report and mark it **"UNOFFICIAL RESULTS"**.
5. The display window (LCD) will show, "need another copy?" Press the **YES** button. Remember to sign any and all reports and to mark them **"UNOFFICIAL RESULTS"**. A copy of this report can be taped to the wall next to the morning's zero report.
6. The display window (LCD) will again show, "need another copy?" It is the discretion of the Town Clerk as to how many unofficial results tapes he/she wants you to print. Once the appropriate number of tapes has been printed, when the display window (LCD) asks, "need another copy?" press the **NO** button.
7. At this point turn the ACC-VOTE off with the red switch located in the rear of the machine. With the bare key, lock the printer cover back on. Place the machine in along with the power cord into the black carrying case for transport to town hall. When placing the machine in the case please make sure that the red On/Off switch is towards the handles.

## MASSACHUSETTS – BALLOT HANDLING

### DO NOT MIX BALLOTS FROM DIFFERENT COMPARTMENTS

1. With the plastic rimmed key, open the rear door of the ballot box. The compartment to the **RIGHT** of the divider are stored the **WRITE-IN** ballots. Remove these ballots and bring them to the tally table to record the write-in votes. Remember, all you are looking for is the filled in write-in oval. Record the name on the tally sheet. There are many instances where the oval has been filled in but no name written beside it. Your town clerk should advise you as to how he/she wants these tallied. Also, you will have ballots filled out with names like Mickey Mouse, etc. Your town clerk should inform you as to how he/she wants these tallied. Once the tally process is completed, these ballots should be placed in the envelopes provided.
2. Remove the ballots from the compartment to the **LEFT** of the divider. These ballots must be scanned looking for voter intent. These are instances where the voter will write a name but forget to fill in the write-in oval. If any are found please keep these to the side and add the names to the tally sheet. All other ballots can be placed in the ballot transfer box.